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18 JUN 1976

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MEMORANDUM FOR: Deputy Director for Administration  
[REDACTED]  
FROM : [REDACTED] Acting Director of Security  
SUBJECT : Office of Security Significant Activities -  
Week of 14 June 1976  
REFERENCE : DD/A Administrative Instruction No. 74-5

1. This memorandum is for information only.
2. The activities of the Office of Security during the week 14-18 June 1976 were highlighted by the following items:
  - a. Office representatives prepared a policy paper on personnel security requirements for access to sensitive compartmented information by employees of agencies not represented on the National Foreign Intelligence Board. A memorandum reflecting such policy was sent to the NASA Security Office on 15 June in response to their request for policy clarification.
  - b. Extensive security support was provided during the 15 June 1976 visit to Headquarters by the Secretary of State.
  - c. On 16, 17, and 18 June, Office of Security representatives are providing security support to the DDCI in connection with his trip to Miami and West Palm Beach, Florida.

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f. Final draft of the Top Secret Control Handbook outlining the procedures for the control of collateral Top Secret documents and the Top Secret Control Automated Data System (TSCADS) has been coordinated among the Agency Top Secret Control Officers. Their comments were very favorable indicating that only minor editing is required prior to publication.

3. Projected Office of Security activity for the week of 21 June 1976 of possible interest at the Directorate level include:

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Office representatives will hold a workshop on 23 and 24 June 1976 at the [REDACTED] Center to evaluate the Office of Security's Personnel Protection Program and consider possible improvements.

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